

 <p style="text-align: center;">ADMINISTRATIVE POLICIES AND PROCEDURES State of Tennessee Department of Correction</p>	Index #: 114.03	Page 1 of 2
	Effective Date: June 1, 2004	
	Distribution: A	
	Supersedes: 114.03 (6/1/01)	
Approved by: Quenton White		
Subject: CHARGES FOR COMPUTER GENERATED INFORMATION REQUESTS		

- I. AUTHORITY: TCA 4-3-603, TCA 4-3-606, TCA 4-6-140, and TCA 10-7-506.
- II. PURPOSE: To establish billing procedures for computerized information requests.
- III. APPLICATION: To all Tennessee Department of Correction (TDOC) employees and individuals, groups, or agencies requesting information.
- IV. DEFINITIONS: None.
- V. POLICY: The TDOC shall charge a fee for the generation of computerized information.
- VI. PROCEDURES:
  - A. All requests for computerized information shall be made in writing to the Policy, Planning, and Research Section. The request(s) must include:
    1. The name, address, and telephone number of the person, group, or agency
    2. The specific information being requested
    3. The manner in which the information is going to be used
  - B. The Director of Policy, Planning, and Research shall:
    1. Verify that the requested information is available and qualifies as public information. Any doubts regarding the production of the requested information complying with the Public Records Act shall be submitted to the TDOC General Counsel for determination.
    2. The TDOC may charge a fee for information requested. Fees for the provision of information considered public record will be based on the labor hours to extract and verify the accuracy of the computerized information (e.g., programming time, data cleaning and checking, etc.), the actual computer time to generate the information/data, and any time, handling, or materials cost for providing the data.
    3. Notify the requesting person, group, or agency of the estimated cost to provide the requested information, and that payment will be required after material is ready and a final (actual) cost is available, but before materials are transmitted to requestor.

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4. Require payment from the requesting person, group, or agency prior to providing the requested data.
- C. The method of payment is to be a cashier's check or money order made payable to the "State of Tennessee," sent to the Director of Planning and Research. If the requestor is an inmate, then the payment will be deducted from the inmate's trust fund per the CR-2727, Inmate Withdrawal Request Form. (See Policy #208.01 for form sample.)
  - D. The following will be exempt from any fee:
    1. Any state agency, board, or commission
    2. Any request with a valid court order or subpoena
    3. Researchers conducting research in accordance with Policy #114.02 will not be charged for necessary random samples. Researchers will be charged according to this policy for raw data extracted from TOMIS for use in their study.
- VII. ACA STANDARDS: None.
- VIII. EXPIRATION DATE: June 1, 2007.